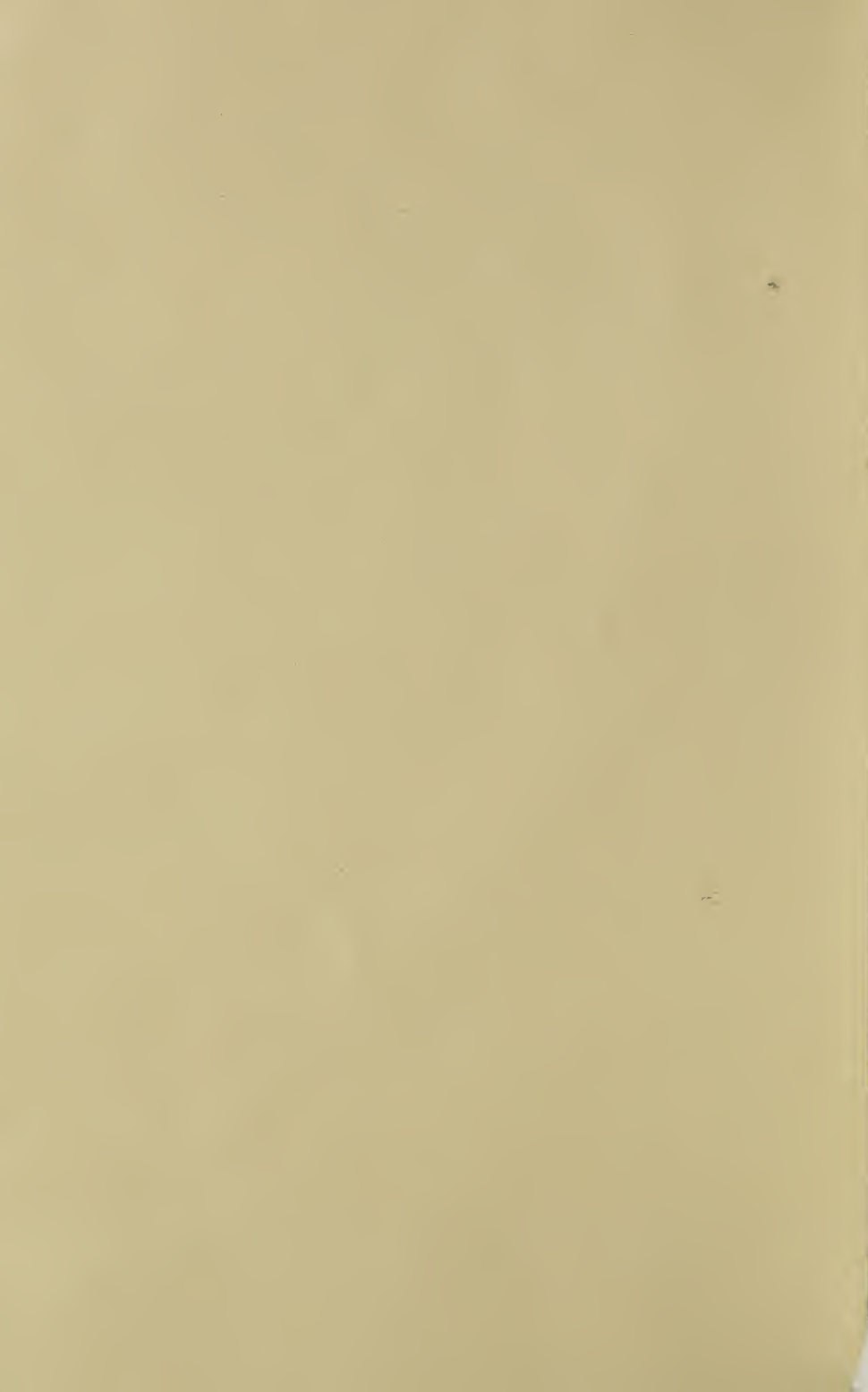


## **Historic, Archive Document**

**Do not assume content reflects current scientific knowledge, policies, or practices.**



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United States  
Department of  
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Forest  
Service

Program Aid  
No. 1468

September 1990

# Applying for a Job with the Forest Service

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**USDA DEMO**



We're happy that you are considering working for the USDA Forest Service! In this booklet, we describe the basic steps you will use to apply for a permanent position with the Forest Service. Information about career opportunities and benefits is available in other publications or from Forest Service personnel offices.

The Forest Service is taking part in an experiment, along with the Agricultural Research Service, to simplify the hiring of Federal workers. This experiment is being conducted as a demonstration project, "Demo" for short, that is authorized by law and approved by the Office of Personnel Management (OPM). If the new system proves successful, the OPM may recommend changes in Federal hiring procedures to Congress.

What this means to you is that some parts of the Forest Service (about 70 percent) will be using this new Demo system and the remainder will continue to use the traditional hiring system, so the two can be compared. Because the Demo system and traditional hiring procedures will be operating at the same time within the Forest Service, you need to know where you want to work, so you can determine which hiring system to use. You can find the names of Forest Service units and the hiring system for each listed inside this booklet.

## How to Apply

For the ***Demo procedure***, when a job is advertised, you apply directly to the Forest Service unit advertising the job. You can receive information about job advertisements and application procedures from the OPM Federal Job Information Center or State employment office nearest the unit or from the unit itself. No written tests are given for positions filled through this procedure. You can obtain more information from the personnel offices at the locations listed in this booklet. Contact the personnel offices for the regions to get further information for the national forests and other units in that region.

For the ***traditional procedure***, you should contact any of the OPM Federal Job Information Centers about applying for a rating and

placement on a register. Written tests are required for many occupations. (Note that for some occupations, OPM has delegated authority to agencies, including the Forest Service, to accept and rate applications. Information is available at Federal Job Information Centers about these occupations. Procedures may vary in these situations from occupation to occupation and agency to agency.)

During the experimental period (July 1990 through June 1995), applicants for all permanent positions with the Forest Service need to fill out and submit a questionnaire when applying for a job. Your answers are important to us for evaluating the project, and they will remain completely confidential and have no relation to your evaluation for the position you are applying for. Your cooperation in providing this information is appreciated.

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## *Agency Headquarters and Other Administrative Offices*

### ***Demo Procedure***

#### ***Northeastern Area—***

#### ***State & Private Forestry***

5 Radnor Corporate Center  
100 Matsonford Road, Suite 200  
Radnor, PA 19087  
(215) 975-4111

### ***Traditional Procedure***

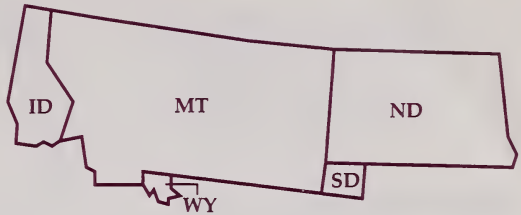
#### ***USDA Forest Service***

RPE Room 913  
P.O. Box 96090  
Washington, DC 20090  
(703) 235-2730

## Field Units

### NORTHERN REGION

P.O. Box 7669  
Missoula, MT 59807  
(406) 329-3673



#### **Demo Procedure**

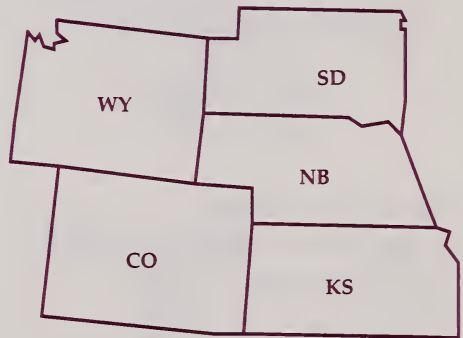
**Clearwater National Forest (ID)**  
**Custer National Forest (MT)**  
**Flathead National Forest (MT)**  
**Helena National Forest (MT)**  
**Idaho Panhandle National Forests (ID)**  
**Kootenai National Forest (MT)**  
**Lolo National Forest (MT)**  
**Regional Office (MT)**

#### **Traditional Procedure**

*Beaverhead National Forest (MT)*  
*Bitterroot National Forest (MT)*  
*Deerlodge National Forest (MT)*  
*Gallatin National Forest (MT)*  
*Lewis and Clark National Forest (MT)*  
*Nez Perce National Forest (ID)*

### Rocky Mountain Region

P.O. Box 25127  
Lakewood, CO 80225  
(303) 236-9624



#### **Demo Procedure**

**Bighorn National Forest (WY)**  
**Black Hills National Forest (SD)**  
**Grand Mesa, Uncompahgre, and Gunnison National Forests (CO)**  
**Nebraska National Forest (NE)**  
**Pike and San Isabel National Forests (CO)**  
**Rio Grande National Forest (CO)**  
**Routt National Forest (CO)**  
**Shoshone National Forest (WY)**

#### **Traditional Procedure**

*Arapaho and Roosevelt National Forests (CO)*  
*Medicine Bow National Forest (WY)*  
*San Juan National Forest (CO)*  
*Regional Office (CO)*  
*White River National Forest (CO)*

## Field Units

### **SOUTHWESTERN REGION**

517 Gold Avenue SW  
Albuquerque, NM 87102  
(505) 842-3402

#### ***Demo Procedure***

**Apache-Sitgreaves National Forest (AZ)**

**Cibola National Forest (NM)**

**Coconino National Forest (AZ)**

**Coronado National Forest (AZ)**

**Kaibab National Forest (AZ)**

**Lincoln National Forest (NM)**

**Santa Fe National Forest (NM)**



#### ***Traditional Procedure***

*Carson National Forest (NM)*

*Gila National Forest (NM)*

*Prescott National Forest (AZ)*

*Regional Office (NM)*

### **INTERMOUNTAIN REGION**

324 25th Street  
Ogden, UT 84401  
(801) 625-5297

#### ***Demo Procedure***

**Bridger-Teton National Forest (WY)**

**Caribou National Forest (ID)**

**Challis National Forest (ID)**

**Regional Office (UT)**

**Salmon National Forest (ID)**

**Targhee National Forest (ID)**



#### ***Traditional Procedure***

*Ashley National Forest (UT)*

*Boise National Forest (ID)*

*Dixie National Forest (UT)*

*Fishlake National Forest (UT)*

*Geometronics Service Center (UT)*

*Humboldt National Forest (NV)*

*Manti-LaSal National Forest (UT)*

*Payette National Forest (ID)*

*Sawtooth National Forest (ID)*

*Toiyabe National Forest (NV)*

*Uinta National Forest (UT)*

*Wasatch-Cache National Forest (UT)*



## Field Units

### PACIFIC SOUTHWEST REGION

630 Sansome Street  
San Francisco, CA 94111  
(415) 705-6577

#### **Demo Procedure**

Angeles National Forest (CA)  
Inyo National Forest (CA)  
Klamath National Forest (CA)  
Lake Tahoe Basin Management Unit (CA)  
Lassen National Forest (CA)  
Los Padres National Forest (CA)  
Mendocino National Forest (CA)  
Modoc National Forest (CA)  
Plumas National Forest (CA)  
Regional Office (CA)  
Sequoia National Forest (CA)  
Shasta-Trinity National Forests (CA)  
Sierra National Forest (CA)  
Six Rivers National Forest (CA)  
Stanislaus National Forest (CA)  
Tahoe National Forest (CA)



#### **Traditional Procedure**

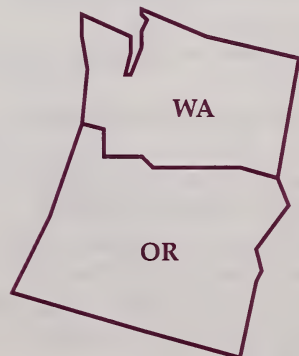
Cleveland National Forest (CA)  
Eldorado National Forest (CA)  
San Bernardino National Forest (CA)

### PACIFIC NORTHWEST REGION

P.O. Box 3623  
Portland, OR 97208  
(503) 326-3651

#### **Demo Procedure**

Colville National Forest (WA)  
Deschutes National Forest (OR)  
Fremont National Forest (OR)  
Malheur National Forest (OR)  
Mt. Baker-Snoqualmie National Forests (WA)  
Mt. Hood National Forest (OR)  
Ochoco National Forest (OR)



#### **Traditional Procedure**

Regional Office (OR)  
Gifford Pinchot National Forest (WA)  
Rogue River National Forest (OR)  
Siskiyou National Forest (OR)

## Field Units

### PACIFIC NORTHWEST REGION (CONT.)

#### **Demo Procedure**

**Okanogan National Forest (WA)**

**Olympic National Forest (WA)**

**Siuslaw National Forest (OR)**

**Umatilla National Forest (OR)**

**Umpqua National Forest (OR)**

**Wallowa-Whitman National Forest (OR)**

**Wenatchee National Forest (WA)**

**Willamette National Forest (OR)**

**Winema National Forest (OR)**

SOUTHERN REGION  
1720 Peachtree Road NW  
Atlanta, GA 30367  
(404) 347-3841

#### **Demo Procedure**

**Caribbean National Forest (PR)**

**Chattahoochee-Oconee National Forests (GA)**

**Francis Marion and Sumter National Forests (SC)**

**George Washington National Forest (VA)**

**Jefferson National Forest (VA)**

**Kisatchie National Forest (LA)**

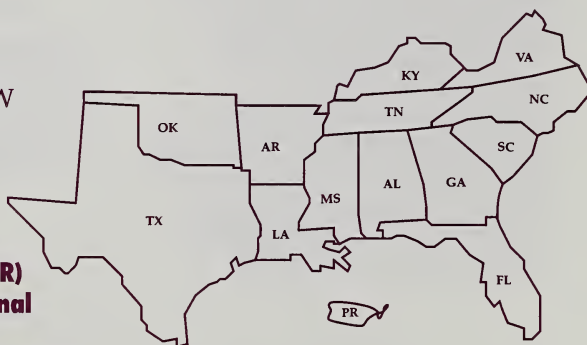
**National Forests in Alabama (AL)**

**National Forests in Florida (FL)**

**National Forests in Mississippi (MS)**

**National Forests in Texas (TX)**

**Regional Office (GA)**



#### **Traditional Procedure**

*Daniel Boone National Forest (KY)*

*Cherokee National Forest (TN)*

*Ouachita National Forest (AR)*

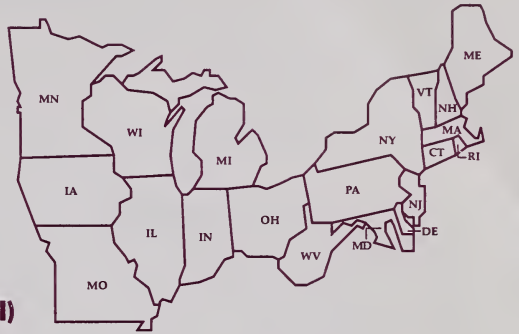
*Ozark-St. Francis National Forest (AR)*



## Field Units

### EASTERN REGION

310 West Wisconsin Avenue,  
Room 500  
Milwaukee, WI 53203  
(414) 291-3719



#### **Demo Procedure**

**Allegheny National Forest (PA)**  
**Chequamegon National Forest (WI)**  
**Chippewa National Forest (MN)**  
**Hiawatha National Forest (MI)**  
**Huron-Manistee National Forests (MI)**  
**Mark Twain National Forest (MO)**  
**Monongahela National Forest (WV)**  
**Nicolet National Forest (WI)**  
**Ottawa National Forest (MI)**  
**Regional Office (WI)**  
**Superior National Forest (MN)**  
**Wayne-Hoosier National Forests (IN & OH)**

#### **Traditional Procedure**

**Green Mountain and Finger Lakes National Forests (VT)**  
**Shawnee National Forest (IL)**  
**White Mountain National Forest (NH & ME)**

### ALASKA REGION

P.O. Box 21628  
Juneau, AK 99802  
(907) 586-8802



#### **Demo Procedure**

**Regional Office**  
**Tongass National Forest (AK)**  
**Chatham Area**  
**Ketchikan Area**  
**Chugach National Forest (AK)**

#### **Traditional Procedure**

**Tongass National Forest (AK)**  
**Stikine Area**

Selections, promotions, and other personnel actions in the USDA Forest Service are based on merit, without regard to race, color, sex, marital status, religion, age, national origin, political affiliation, or nondisqualifying disability, or any other nonmerit consideration.

# Research Stations

## **Demo Procedure**

### **Forest Products Laboratory**

One Gifford Pinchot Drive  
Madison, WI 53705  
(608) 231-9302

### **Intermountain Forest and Range Experiment Station**

324 25th Street  
Ogden, UT 84401  
(801) 625-5297

### **Northeastern Forest Experiment Station**

5 Radnor Corporate Center  
100 Matsonford Road, Suite 200  
Radnor, PA 19087  
(215) 975-4234

### **Pacific Southwest Forest and Range Experiment Station**

1960 Addison Street  
Berkeley, CA 94704  
(415) 486-3318

### **Southeastern Forest Experiment Station**

P.O. Box 2680  
Asheville, NC 28802  
(704) 257-4380

### **Southern Experiment Station**

701 Loyola Avenue  
New Orleans, LA 70113  
(504) 589-3921

## **Traditional Procedure**

### *North Central Forest Experiment Station*

1992 Folwell Avenue  
St. Paul, MN 55108  
(612) 649-5020

### *Pacific Northwest Forest and Range Experiment Station*

P.O. Box 3890  
Portland, OR 97208  
(503) 326-3651

### *Rocky Mountain Forest and Range Experiment Station*

240 West Prospect Road  
Ft. Collins, CO 80526  
(303) 498-1100



Wise Use of  
Your Natural  
Resources